

CONNECTICUT STATE DEPARTMENT OF EDUCATION
BUREAU OF HEALTH AND NUTRITION SERVICES AND
CHILD/FAMILY/SCHOOL PARTNERSHIPS
25 INDUSTRIAL PARK ROAD
MIDDLETOWN, CONNECTICUT 06457-1543

TO: Child and Adult Care Food Program (CACFP) Sponsors

FROM: Maureen B. Staggenborg, Director
Child Nutrition Programs

DATE: November 29, 2004

SUBJECT: Operational Memorandum #07C-05 and #07H-05 **Basic Training Schedule**

Basic Training Workshops on CACFP requirements will be offered three times during 2005. The schedule with the agenda and registration for the 2005 sessions is enclosed. Although the Basic Training Workshops do not replace the CACFP Annual Meeting, the following outlines the attendance criteria:

- Basic training is **mandatory** for new CACFP applicants. The training serves as a pre-application tool that provides introduction to CACFP and better equips new applicants to effectively complete the application by enhancing their capability to write an approvable management plan.
- Basic training is **strongly recommended** for new program directors, new personnel working with CACFP, fiscal staff, and others needing to learn the mechanics of CACFP.
- Basic training is **mandatory** for participating CACFP institutions if it is determined through the administrative monitoring review process, that there are issues of noncompliance that can be remedied by additional training. One corrective measure that will be required of the institution is the attendance of appropriate personnel (as determined by the reviewer) at the next scheduled Basic Training.

The training workshops will be held at the State Department of Education, 25 Industrial Park Road, Middletown, CT 06457. As registrations are received, a confirmation will be sent to attendees. Mail or fax completed registration form to the Child Nutrition Unit **at least two weeks prior to the workshop date.**

If there are questions regarding the issues addressed in this memorandum, center sponsors should contact Susan Boyle at 860-807-2074, Benedict Onye at 860-807-2080 or Celia Cordero at (860) 807-2076. Home sponsors may contact Maureen Staggenborg at (860) 807-2070 or Susan Bohuslaw at 860-807-2073.

Enclosure

MBS: shb

Connecticut State Department of Education
Bureau of Health and Nutrition Services and
Child/Family/School Partnerships
Child and Adult Care Food Program (CACFP)
25 Industrial Park Rd., Middletown, CT 06457
Tel.: (860) 807-2074 Fax: (860) 807-2127

The Child Nutrition Unit provides training in Child and Adult Care Food Program (CACFP) requirements on a regular basis. This basic training is **mandatory** for new applicants and **highly recommended** for new child care personnel, new directors, or those desiring a refresher course on the CACFP. **Pre-registration is required**, as space is limited. These sessions do not replace the Annual CACFP Training Meeting. Dates include the following:

March 16, 2005

July 12, 2005

November 16, 2005

Agenda

8:30-9:00 Overview of Child Nutrition Programs and CACFP
CACFP Application & Management Plan

9:00-10:30 Nutrition Policies and Procedures

10:30-12:00 CACFP Recordkeeping

- ◆ Income eligibility applications
- ◆ Master List of Participants' Eligibility Status
- ◆ Meal Counting Procedures
- ◆ Attendance Records
- ◆ Monitoring and Training Requirements
- ◆ Civil Rights
- ◆ Financial Management

12:00-1:00 Reimbursement Claim



Child and Adult Care Food Program (CACFP) Complete and mail or fax to: Bureau of Health and Nutrition Services and Child/Family/School Partnerships, Child Nutrition Unit, 25 Industrial Park Rd., Middletown, CT 06457. (Fax) 860.807.2127

Name: _____ Title: _____

Organization: _____ Telephone: _____

Mailing Address: _____

Workshop Date: _____

